



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES

APPLICATION FOR LICENSE RENEWAL

**TO CONDUCT A FACILITY AND/OR SERVICE PROVIDING
MENTAL HEALTH, MENTAL RETARDATION, DEVELOPMENTAL DISABILITY, OR PERSONAL SUPPORT SERVICES**

(Tennessee Code Annotated Title 33, Chapter 2, Part 4)

INSTRUCTIONS: This application form is for use by applicants who currently hold license(s) and are applying for renewal of said license(s). This application for license renewal may only be used when the applicant is applying to continue present facility/service operation(s) under the same ownership or operator, and under the same conditions and classifications of the currently held license(s). Please read carefully and complete this form and its attachments in full. Please type or print legibly. This application may be made by the individual owner, chief executive officer, director or other member of the governing body on whom rests the authority and responsibility for maintaining standards, policies, and procedures for the facility/service to be operated.

1. DATE OF APPLICATION.

Month: _____ Date: _____ Year: _____

2. IDENTIFICATION OF APPLICANT. Identify the person, partnership, corporation, association or governmental agency applying to lawfully conduct, operate or maintain a facility/service.

3. APPLICANT'S ADDRESS: Give the street address (and mailing address, if different) of the applicant's primary place of business or residence:

Street Address: _____

Mailing Address: _____

City: _____ Zip: _____ County: _____

4. APPLICANT'S TELEPHONE NUMBER(S):

5. CHIEF EXECUTIVE OFFICER OR DIRECTOR. Identify below the person who will be responsible for the overall daily management and oversight of the facility/service to be operated by the applicant. This person may be the same as the individual applicant(s) in the case of a proprietorship or partnership. This person may be someone who is hired or appointed by the applicant, such as in the case of a corporation, association or other organization which employs a chief executive officer, director, etc. Or, the person may be employed by a management firm with which the applicant has contracted to oversee the daily operation of the facility/service. Check one (1) of the following statements:

- ☐ The facility/service will be managed and overseen on a daily basis by the individual applicant(s) named in item (2) above.
☐ The facility/service will be managed and overseen on a daily basis by a person hired by the applicant. Identify this person

Name: _____ Title: _____

- ☐ The facility/service will be managed and overseen by a person employed by the management firm under contract with the applicant. Identify the person and the firm: (See note below)

Name: _____ Title: _____

Firm's Name: _____

Firm's Address: _____

NOTE: A copy of the current contractual agreement between the applicant and the management firm must be on file with the Department. If the copy of contract previously submitted is still in effect, please check here ☐. If a new contract is in effect, a copy of the contract/agreement must be submitted with this application.

License No.	Facility/Service Name	Address/Location	Category of Facility/Service and If Applicable, No. of Beds
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7. ANNUAL REPORT. Read the following statements carefully. Answer each question by checking an appropriate box and supplying the requested information for any question answered "yes".

- a. Has the applicant, or the applicant's chief executive officer, director or other person charged with daily management and oversight responsibility for a facility/service, or has any member of the applicant's governing body (board of directors, etc.) been convicted of, or currently charged with, any offense against the law which has not been previously reported to the Department? (You may exclude any traffic violation for which a fine of \$50.00 or less was paid and any offense which was committed before the person's eighteenth birthday and which was finally adjudicated in a juvenile court or under a youth offender law.)

☐ NO. ☐ YES. If yes, give the person's name, the nature, date and place of the charge, and the court ruling or current disposition:

- b. Has any negative sanction or action been taken against any other license (if any) held by the applicant from any other state agency of Tennessee or from any other state?

☐ NO. ☐ NOT APPLICABLE. ☐ YES. If yes, explain: _____

- c. Has any negative sanction or action been taken against accreditation or certification (if any) currently or previously held by the applicant? (Including medicaid/medicare certification.)

☐ NO. ☐ NOT APPLICABLE. ☐ YES. If yes, explain: _____

- d. Has there been any investigation by federal, state or local authorities (other than by this Department) into any allegations of abuse, neglect, dereliction of duty, or mismanagement in the operation of any facility/service of the applicant which may not have been previously reported to this Department? ☐ NO. ☐ YES. If yes, give details: _____

- e. Has any negative sanction or action been taken against any professional license or certification held by the individual owner or operator, or the applicant's chief executive officer, director of any other person charged with overall management, supervisory, habilitation, or treatment responsibility for a facility/service? (For example, licensed physician, nurse, counselor, psychologist, attorney, etc.)

☐ NO. ☐ NOT APPLICABLE. ☐ YES. If yes, give details: _____

- f. Have you begun, or do you plan to begin operating any other facility/service for the provision of mental health, mental retardation, and/or personal support services not currently authorized by your license(s)? ☐ NO. ☐ YES. If yes, immediately contact the Department of Mental Health and Developmental Disabilities, Office of Licensure. Operation of a facility/service without a license is violation of state law. (T.C.A. 33-2-405).

8. FINANCIAL RESOURCES. (Note: This item **does not** apply to state-operated facilities/services.) The applicant must show continued financial solvency and responsibility to operate a facility/service. The applicant must provide a financial statement or other information which is current, complete and sufficient in showing the total assets, liabilities and income of the applicant for the operation of the facility/service to be licensed. Attach a copy of the most recent (within twelve [12] months) fiscal report or financial statement. The financial statement form included with this application may be used for completing a financial statement. (A FINANCIAL STATEMENT MUST ACCOMPANY THIS APPLICATION.)

9. CORPORATION/ASSOCIATION INFORMATION. This item applies only to applicants which have an incorporated or associated type of organizational structure, such as, corporations, associations, and churches. (This item **does not** apply to proprietorships, partnerships, governmental agencies, or state universities.) Complete parts a. and b. below:

- a. A current and up-to-date listing of the members of the organization's governing body (board of directors, elders, etc.) must be on file with the Department. Check one (1) of the following statements:

☐ The listing previously submitted to the Department of the members of the governing body of the applicant continues to be correct and current.

☐ An updated listing of the current members of the applicant's governing body is attached with this application. (The listing must give each person's name, title/position and place of residence.)

- b. A corporation must submit copies of its most recent annual report filed with the Secretary of State as required under the provisions of T.C.A. 46-26-203 (for profit corporations) or T.C.A. 46-66-203 (nonprofit corporations).

10. ACCREDITATION/CERTIFICATION STATUS. (OPTIONAL — Accreditation or certification of an applicant's facility/service is **not required** in order to be approved for license.)

Participation in any of the following accreditation or certification programs may qualify a facility/service to be deemed into compliance with certain programmatic rules of licensure. To be considered for a possible deemed status determination, the applicant must submit documentation showing current accreditation or certification status, the facility/service covered by such status, the effective dates of the status, and the findings of the accrediting or certifying body including any deficiencies with plans of correction. The following accreditation and certification programs are recognized; check any applicable participation:

☐ Joint Commission on the Accreditation of Health Care Organizations (JCAHO).

☐ Counsel on Quality and Leadership in support for people with disabilities.

☐ Council on the Accreditation of Rehabilitation Facilities (CARF).

☐ Medicaid Certification for Intermediate Care Facilities for the Mentally Retarded (ICF/MR) only.

11. APPLICATION PROCESSING FEE FOR LICENSE RENEWAL. A fee is required to be submitted by the applicant for the processing of the application for license renewal. The amount of total fee to be submitted is based on the number of distinct, non-residential categories to be operated at each non-residential site; and on the total number of service recipient beds to be operated at each distinct, residential site. (This information is found on the face of the license certificate(s) you currently hold.)

A "LICENSURE APPLICATION FEES INVOICE FORM" is enclosed with this application. Use the invoice form to compute the amount of fee to be submitted. The invoice form and your fee must be submitted separately from this application form to the address of the Fiscal Services Office given on the invoice form. **Do not send fees or invoice forms to the Office of Licensure. Fees are to be submitted by check or money order made payable to the State of Tennessee. Do Not Send Cash. Applications will not be processed until the correct fee has been submitted. FEES ARE NON-REFUNDABLE.**

12. CERTIFICATION OF APPLICATION. This certification is to be read and signed by the applicant. The person signing below must be the individual applicant in the case of a proprietorship or partnership; or the chairperson or other equivalent officer in the case of a corporation or other association; or the person charged with the oversight of the facility/service by the appointing authority in the case of a governmental agency or state university.

I HEREBY DECLARE THAT THIS APPLICATION AND ITS ACCOMPANYING ATTACHMENTS HAVE BEEN CAREFULLY READ AND COMPLETED, AND TO THE BEST OF MY KNOWLEDGE, THEY ARE TRUE, CORRECT AND COMPLETE. I FURTHER DECLARE MY AUTHORITY AND RESPONSIBILITY TO MAKE THIS APPLICATION AND AGREE TO COMPLY WITH THE RULES PROMULGATED UNDER TENNESSEE CODE ANNOTATED, TITLE 33, CHAPTER 2, PART 4, FOR THE CONDUCT OF A FACILITY/SERVICE PROVIDING MENTAL HEALTH, MENTAL RETARDATION, DEVELOPMENTAL DISABILITY, OR PERSONAL SUPPORT SERVICES.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT:

DATE OF SIGNATURE:

Type or Print Name and Title of Person Signing Above:

IMPORTANT—SPECIAL INSTRUCTIONS: This renewal application form with any other application information attachments is to be submitted to your region's **Office of Licensure**. However, the application fees and the invoice form for the fees must be submitted to the **Fiscal Services** office address listed on the application fees invoice form. Sending the application information and the fees correctly and simultaneously to the appropriate and **separate offices** will help ensure a timely beginning on the processing of your application for a license.

(FOR TDMHDD OFFICE USE ONLY—Do Not Write in the Space Below.)

Date Application Reviewed:

Application Reviewed by:

Action Taken: ☐ Application Approved in Full. ☐ Application Approved in Part for Following Facilities:

☐ Application Denied for Following Reason(s): _____

☐ Application Withdrawn by Applicant. _____